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**Tees Valley ESF Community Grants**

**Individual Learning Plan**

The Individual Learning Plan (ILP) outlines a programme of learning agreed between the organisation and the participant. This supports the development of the participant and must be completed for each individual who commences on the ESF Community Grants Programme.

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| **SECTION 1: PARTICIPANT DETAILS** | | | | |
| Full Name: | |  | | |
| Date of Birth: | |  | NI Number: |  |
| **ORGANISATION DETAILS** | | | | |
| Name |  | | | |
| Address |  | | | |
| Telephone No | |  | Mobile No |  |
| Contact Name |  | | Email Address |  |
| **PROGRAMME DETAILS** | | | | |
| Programme Title | |  | | |
| Programme Start Date | |  | Planned End Date |  |
| Learning Aim Reference | |  | | |
| Planned No. of Hours | |  | Actual End Date |  |

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| **SECTION 2: INITIAL ASSESSMENT**  **The results should be recorded and should also be used to develop the Agreed Learning Goals.**  Please give each question a score between 1 and 10  **1 = Very low 5 = Average 10 = Very High** | | | | | | | | | | |
| **Personal Development** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| Confidence Levels |  |  |  |  |  |  |  |  |  |  |
| Self Esteem Levels |  |  |  |  |  |  |  |  |  |  |
| Progressing into Volunteering |  |  |  |  |  |  |  |  |  |  |
| Progressing into Training |  |  |  |  |  |  |  |  |  |  |
| Progressing into Employment |  |  |  |  |  |  |  |  |  |  |
| Equipped to Deal with Life Issues |  |  |  |  |  |  |  |  |  |  |
| Self-Belief |  |  |  |  |  |  |  |  |  |  |
| Ability to Realise Potential |  |  |  |  |  |  |  |  |  |  |
| Attitude to Change |  |  |  |  |  |  |  |  |  |  |
| Level of Motivation |  |  |  |  |  |  |  |  |  |  |
| **Career Related** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| Understand the Application Process |  |  |  |  |  |  |  |  |  |  |
| Knowledge of the Local Labour Market |  |  |  |  |  |  |  |  |  |  |
| Ability to Effectively Jobsearch |  |  |  |  |  |  |  |  |  |  |
| Ability to Find Suitable Vacancies |  |  |  |  |  |  |  |  |  |  |
| Filling in Application Forms |  |  |  |  |  |  |  |  |  |  |
| Ability to Perform at Interview |  |  |  |  |  |  |  |  |  |  |
| Obtaining References |  |  |  |  |  |  |  |  |  |  |
| Creating a C.V. |  |  |  |  |  |  |  |  |  |  |
| Applying for Online Vacancies |  |  |  |  |  |  |  |  |  |  |
| Ability to Fulfil Roles You Apply For |  |  |  |  |  |  |  |  |  |  |
| Level of Interpersonal Skills |  |  |  |  |  |  |  |  |  |  |

Why are you doing this course? (Should be reflected in the Agreed Learning Goals)

To learn something new Meet new people

To gain a qualification Have fun

To gain confidence Share my knowledge with others

To aid progression To help me gain employment

Other *(Please specify)*

**How do you like to learn?**

*Please tick those that apply to you.*

Listening Watching Doing Reading

|  |
| --- |
| **Is there anything your tutor needs to know to help support you during your programme?** |
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| --- | --- | --- | --- |
| Participant Signature: |  | Date: |  |

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| **SECTION 3: REVIEWS** | | |
| A formal review of progress should involve the participant and the provider must be undertaken on a monthly basis as a minimum. | | |
| **Proposed Review Date** | **Actual Review Date** | **Participant Signature** |
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| **SECTION 4: DETAILS OF LEARNING OBJECTIVES & ASPIRATIONS** |
| *Short to medium term aspirations (where do you hope to be with employment/career progression and learning objectives in one year’s time):*  *Long term aspirations (where do you hope to be with employment/career progression and learning objectives in five years’ time):* |
| **SECTION 5: AGREED LEARNING GOALS** |

Details of any other Initial Assessment activity that you have completed – please use your Initial Assessment to set your SMART targets with your tutor.

**S**pecific **M**easurable **A**chievable **R**ealistic **T**imely

|  |  |  |
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| **How were your current skills and knowledge assessed at the**  **beginning of the course?** | **Date of assessment** | **Level assessed at** |
|  |  |  |

My Initial Assessment is located:

SMART targets (learning goals) – you and your tutor will plan to work towards the following learning goals during the course. Remember to write the date you achieved your learning goal in the last column and add a comment. *N.B. Non accredited programmes must have a minimum of 3 learning aims*

|  |  |
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| **AGREED LEARNING GOALS** | |
| **Goal** | **Planned Achievement Date**  **(DD/MM/YY)** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| Declaration: I confirm I have understood and have agreed the above learning goals which are based upon my individual assessment.  **Participant Signature:**  **Organisation Signature:** | **Date:**  **Date:** |
| **SECTION 6: DIARY OF PROGRESS RECORD** | |
| **Please use this diary to record:** What you have learned Whether you met any learning goals  What do you still need to do How your skills have improved | |

Use your SMART targets to help you complete your diary.

## *Example:*

|  |  |
| --- | --- |
| ***Session 5*** | ***Participant’s comments***  *During this session I have learned how to multiply 2 digit numbers. This has been something I have struggled with in the past and I now feel more confident.* |
| ***Date*** | ***Tutor’s comments***  *You have demonstrated you can complete 2 digit multiplication. Next session we will look at multiplying 2 digits and 3 digits.* |

|  |  |
| --- | --- |
| **Session 1** | **Participant’s comments** |
| **Date** | **Tutor’s comments** |

|  |  |
| --- | --- |
| **Session 2** | **Participant’s comments** |
| **Date** | **Tutor’s comments** |

|  |  |
| --- | --- |
| **Session 3** | **Participant’s comments** |
| **Date** | **Tutor’s comments** |

|  |  |
| --- | --- |
| **Session 4** | **Participant’s comments** |
| **Date** | **Tutor’s comments** |

|  |  |
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| **Session 5** | **Participant’s comments** |
| **Date** | **Tutor’s comments** |

|  |  |
| --- | --- |
| **Session 6** | **Participant’s comments** |
| **Date** | **Tutor’s comments** |

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| **Session 7** | **Participant’s comments** |
| **Date** | **Tutor’s comments** |

|  |  |
| --- | --- |
| **Session 8** | **Participant’s comments** |
| **Date** | **Tutor’s comments** |

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| **Session 9** | **Participant’s comments** |
| **Date** | **Tutor’s comments** |

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| **SECTION 7: WORK EXPERIENCE RECORD** |

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| --- | --- | --- | --- | --- |
| **Start Date** | **Placement Venue**  *(including address)* | **Learner Comments** | **Work Placement Comments** | **End Date** |
|  |  |  |  |  |

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| **SECTION 8: REVIEWS AGAINST ILP - Progress** | | | | | | | | | | |
| **Please give each question a score between 1 and 10**  **1 = Very low 5 = Average 10 = Very High** | | | | | | | | | | |
| **Personal Development** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| Confidence Levels |  |  |  |  |  |  |  |  |  |  |
| Self Esteem Levels |  |  |  |  |  |  |  |  |  |  |
| Progressing into Volunteering |  |  |  |  |  |  |  |  |  |  |
| Progressing into Training |  |  |  |  |  |  |  |  |  |  |
| Progressing into Employment |  |  |  |  |  |  |  |  |  |  |
| Equipped to Deal with Life Issues |  |  |  |  |  |  |  |  |  |  |
| Self-Belief |  |  |  |  |  |  |  |  |  |  |
| Ability to Realise Potential |  |  |  |  |  |  |  |  |  |  |
| Attitude to Change |  |  |  |  |  |  |  |  |  |  |
| Level of Motivation |  |  |  |  |  |  |  |  |  |  |
| **Career Related** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| Understand the Application Process |  |  |  |  |  |  |  |  |  |  |
| Knowledge of the Local Labour Market |  |  |  |  |  |  |  |  |  |  |
| Ability to Effectively Jobsearch |  |  |  |  |  |  |  |  |  |  |
| Ability to Find Suitable Vacancies |  |  |  |  |  |  |  |  |  |  |
| Filling in Application Forms |  |  |  |  |  |  |  |  |  |  |
| Ability to Perform at Interview |  |  |  |  |  |  |  |  |  |  |
| Obtaining References |  |  |  |  |  |  |  |  |  |  |
| Creating a C.V. |  |  |  |  |  |  |  |  |  |  |
| Applying for Online Vacancies |  |  |  |  |  |  |  |  |  |  |
| Ability to Fulfil Roles You Apply For |  |  |  |  |  |  |  |  |  |  |
| Level of Interpersonal Skills |  |  |  |  |  |  |  |  |  |  |

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| **Review Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Please make comments against the progress that has been made towards the agreed learning goals (Section 5). As a minimum, ensure you cover the following:**   * What went well? * What do they still need help with? * Have they achieved the actions from their last review? * Discuss their progress against all of the Agreed Learning Goals (Section 5)   **Tutor Comments: Agreed Actions for the next review:**  **Next Review Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Next Review Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Participant Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Adviser Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **REVIEWS AGAINST ILP - Progress** | | | | | | | | | | |
| **Please give each question a score between 1 and 10**  **1 = Very low 5 = Average 10 = Very High** | | | | | | | | | | |
| **Personal Development** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| Confidence Levels |  |  |  |  |  |  |  |  |  |  |
| Self Esteem Levels |  |  |  |  |  |  |  |  |  |  |
| Progressing into Volunteering |  |  |  |  |  |  |  |  |  |  |
| Progressing into Training |  |  |  |  |  |  |  |  |  |  |
| Progressing into Employment |  |  |  |  |  |  |  |  |  |  |
| Equipped to Deal with Life Issues |  |  |  |  |  |  |  |  |  |  |
| Self-Belief |  |  |  |  |  |  |  |  |  |  |
| Ability to Realise Potential |  |  |  |  |  |  |  |  |  |  |
| Attitude to Change |  |  |  |  |  |  |  |  |  |  |
| Level of Motivation |  |  |  |  |  |  |  |  |  |  |
| **Career Related** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| Understand the Application Process |  |  |  |  |  |  |  |  |  |  |
| Knowledge of the Local Labour Market |  |  |  |  |  |  |  |  |  |  |
| Ability to Effectively Jobsearch |  |  |  |  |  |  |  |  |  |  |
| Ability to Find Suitable Vacancies |  |  |  |  |  |  |  |  |  |  |
| Filling in Application Forms |  |  |  |  |  |  |  |  |  |  |
| Ability to Perform at Interview |  |  |  |  |  |  |  |  |  |  |
| Obtaining References |  |  |  |  |  |  |  |  |  |  |
| Creating a C.V. |  |  |  |  |  |  |  |  |  |  |
| Applying for Online Vacancies |  |  |  |  |  |  |  |  |  |  |
| Ability to Fulfil Roles You Apply For |  |  |  |  |  |  |  |  |  |  |
| Level of Interpersonal Skills |  |  |  |  |  |  |  |  |  |  |

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| **Review Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Please make comments against the progress that has been made towards the agreed learning goals (Section 5). As a minimum, ensure you cover the following:**   * What went well? * What do they still need help with? * Have they achieved the actions from their last review? * Discuss their progress against all of the Agreed Learning Goals (Section 5)   **Tutor Comments: Agreed Actions for the next review:**  **Next Review Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Next Review Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Participant Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Adviser Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **SECTION 7: EXIT STRATEGY** | |
| **Actual Leave Date:** |  |
| **Please detail what support you have offered participants on leaving your programme? *(It is important for individuals who have not progressed into Education or Employment).*** | |
|  | |

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| **Progressed on Leaving the Project** | | Yes | No |
| I hereby confirm that the participant has completed all of the individual aspects of their ILP and agreed learning goals and have progressed from the programme. | | | |
| **Progression Type:**  (*Please Circle as Appropriate*) | Apprenticeship / Traineeship / Self Employment / Employment / Further Training or Education | | |
| **Name of Employer / Training / Learning Provider:** | | | |
| **Progression Start Date:** |  | | |

|  |  |  |  |  |  |  |  |  |  |  |
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| **EXIT ASSESSMENT** | | | | | | | | | | |
| **Please give each question a score between 1 and 10**  **1 = Very low 5 = Average 10 = Very High** | | | | | | | | | | |
| **Personal Development** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| Confidence Levels |  |  |  |  |  |  |  |  |  |  |
| Self Esteem Levels |  |  |  |  |  |  |  |  |  |  |
| Progressing into Volunteering |  |  |  |  |  |  |  |  |  |  |
| Progressing into Training |  |  |  |  |  |  |  |  |  |  |
| Progressing into Employment |  |  |  |  |  |  |  |  |  |  |
| Equipped to Deal with Life Issues |  |  |  |  |  |  |  |  |  |  |
| Self-Belief |  |  |  |  |  |  |  |  |  |  |
| Ability to Realise Potential |  |  |  |  |  |  |  |  |  |  |
| Attitude to Change |  |  |  |  |  |  |  |  |  |  |
| Level of Motivation |  |  |  |  |  |  |  |  |  |  |
| **Career Related** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| Understand the Application Process |  |  |  |  |  |  |  |  |  |  |
| Knowledge of the Local Labour Market |  |  |  |  |  |  |  |  |  |  |
| Ability to Effectively Jobsearch |  |  |  |  |  |  |  |  |  |  |
| Ability to Find Suitable Vacancies |  |  |  |  |  |  |  |  |  |  |
| Filling in Application Forms |  |  |  |  |  |  |  |  |  |  |
| Ability to Perform at Interview |  |  |  |  |  |  |  |  |  |  |
| Obtaining References |  |  |  |  |  |  |  |  |  |  |
| Creating a C.V. |  |  |  |  |  |  |  |  |  |  |
| Applying for Online Vacancies |  |  |  |  |  |  |  |  |  |  |
| Ability to Fulfil Roles You Apply For |  |  |  |  |  |  |  |  |  |  |
| Level of Interpersonal Skills |  |  |  |  |  |  |  |  |  |  |

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| **ACHIEVEMENT OF LEARNING GOALS** | | |
| **Learning Goals** | **Explain Achievement or Non-Achievement**  \*\*These should duplicate the learning goals set at the beginning\*\*\*\* | **Actual Date Achieved the Goal**  (DD/MM/YY) |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

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| **DETAILS OF LEARNING OBJECTIVES & ASPIRATIONS** |
| *What do you feel you have achieved from this course? (Please describe)* |
| *Have your social and emotional skills improved? (Please describe e.g. I feel more confident / I can work with others better)* |
| Since starting the course has your situation changed/improved? (i.e. gained a job, gained work experience, completed a qualification) |
| Is there anything else you would like to share with us about your learning experience? |

|  |  |  |  |
| --- | --- | --- | --- |
| **Participant Name:** |  | | |
| **Signature:** |  | **Date:** |  |
| **Provider Name:** |  | | |
| **Signature:** |  | **Date:** |  |